

## **LICENSED CAREGIVER MANDATORY ON-GOING TRAINING POLICY**

### Frequently asked questions and answers

#### **Why are licensed caregivers being required to attend mandatory training??**

- ✚ The Children and Family Services Review (CFSR) indicated a significant concern that CA does not require ongoing mandatory training hours for licensed caregivers. In March of 2004, a work group of licensed caregivers, staff, private agency caregivers, and foster parent association staff met and agreed that ongoing training requirement was necessary for continued professional development of foster parents. It is recommended that licensed caregivers take 12 hours of training per year.

#### **Who is affected by the change??**

- ✚ Beginning March 1, 2005, all licensed caregivers in Children's Administration (including private agency, Children Administration and licensed relative homes) will be required to complete 36 hours of ongoing training in three years before being re-licensed.

#### **What is the difference between the old training policy and the new one??**

- ✚ Mandatory Training after licensing has not been a requirement in the past. The requirement for foster home licensing is completion of orientation, pre-service training, First aid/CPR and HIV /BBP training. If licensed caregivers chose to foster sexually aggressive and physically aggressive youth in the home, additional training is required. The new mandatory training policy adds 36 hours of training hours for the licensed caregiver/s after licensing. This requirement can be fulfilled over a 3 year period of time.

#### **What training counts towards meeting the requirement??**

1. Resource Family Training Institute (RFTI) training courses.
2. Conferences and trainings related to Child Welfare and/or other human services relevant to the foster parent's scope of duties.
3. Other relevant training offered by Office of Training and Development of Children's Administration
4. Certification programs offered by Pierce or Seattle Central College
5. Other training opportunities as approved by the licensor in coordination with the RFTI training manager.
  1. CA on-line or video training courses offered on the Resource Family Institute's webpage.
  2. CA approved private agency training courses

#### **If I am scheduled to be re-licensed in less than three years, do I have to take the full 36 hours of training before my re-licensing?**

No, effective March 1, 2005, the required training will be pro-rated as follows;

- a. If a licensed caregiver has less than 6 months until license renewal he/she does not need to fulfill the requirement.
- b. If a licensed caregiver has 7 to 12 months until license renewal he/she must complete 12 hours of approved training.
- c. If a licensed caregiver has 13-24 months until license renewal then he/she must complete 24 hours of approved training.
- d. If a licensed caregiver has 25 to 36 months until license renewal then he/she must complete 36 hours of approved training.

### **Do I have to take 36 hours during every 3 year re-licensing period?**

Yes, except as noted above during the introductory period when the hours will be pro-rated.

### **Do both people on the license have to take the class?**

If there are two licensed caregivers on the license both must meet the mandatory training requirement. The department may, in its discretion, excuse one of the caregivers from all or part of the 36 hour requirement. This decision will be determined by in individual circumstances of the licensed caregivers, the safety and well being of the children in the home, and the extent and nature of the involvement of the caregiver in the supervision and care of the children in the home. Examples:

1. Excused licensed caregiver is out of home on military service
2. Excused caregiver is not in the home alone with the children and does not provide supervision and care to the children on more than a short-term, temporary basis.
3. Excused caregiver is out of the home on business travel a majority of time

### **What happens if I don't take ongoing classes prior to being re-licensed?**

✚ If the licensed caregiver reaches re-licensing with out completing the training requirement, of 36 hours in 3 years, a warning letter will be issued from the licensor and the caregiver will be given 6 months to complete the training requirement before their application for a re-license is denied.

### **How will my training record be tracked?**

✚ It is important to remember to keep your licensor up to date when you take a class. Be sure to give them copies of your training certificates. They will be checking your file prior to re licensing so you want is updated as you take training. This information will need currently; all training records are available for review in CAMIS. Licensors will input all pre licensing training and first aid, and RFTI training managers will input ongoing training into CAMIS. Licensing and Training Supervisors will be asked to review the training records of foster parents to insure staff are inputting training information on a regular basis.

### **Who do I ask if I have questions?**

✚ **The Resource Family Institute Staff!**

Region's 1 & 2: please contact Jack Kincaid @ (509) 363-3468  
Regions 3 & 4: please contact Cora Phillips @ (206) 923-4963  
Regions 5 & 6: please contact Carolyn Jones @ (360) 902-0215  
Headquarters: Sharon Newcomer @ (360) 902-7933

### **FOR INFORMATION REGARDING TRAINING OPPORTUNITIES**

Please visit our webpage at:

<http://www1.dshs.wa.gov/ca/fosterparents/onGoing.asp>